

STATE OF HAWAII  
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION  
HONOLULU, HAWAII

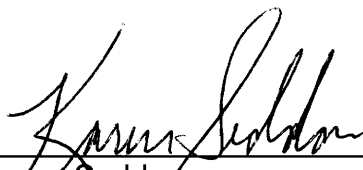
March 23, 2010

**ADDENDUM C**

TO

REQUEST FOR PROPOSAL  
(RFP) NO. PPMS-2010-01

SEALED PROPOSALS FOR  
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES  
FOR KAUHALE KAKAAKO

  
\_\_\_\_\_  
Karen Seddon  
Executive Director

The following item listed has been made a part of the proposal for the above project:

Page 44

Section 3 Proposal Forms and Instructions

III. Proposal Application

B.4. Resolution of Property Management Issues, line 4

Change ...similar to the requirements as stated in Section 3...

To read ...*similar to the requirements as stated in Section 2...*

Revised page 44 attached.

All other terms and conditions to remain in force.

2. Quality Assurance and Evaluation

The interested offeror shall describe its quality assurance and evaluation plans for the proposed services, including methodology. Evaluation plans must include client surveys as appropriate.

3. Coordination of Services

The interested offeror shall demonstrate the capability to coordinate services with other agencies and resources in the community.

4. Resolution of Property Management Issues

Interested offerors must provide documented evidence that, during the last two (2) years immediately prior to the deadline for receipt of proposals, the interested offeror has successfully performed duties substantially similar to the requirements as stated in Section 2, Scope of Work and Specifications, of this RFP. Emphasis should be given to past performance reflecting problem resolution activities with issues such as resident turnover, rent collection and accounts receivable, security, and/or supportive services. The HHFDC reserves the right to verify the documented experience directly with the owner contact person as submitted in the proposal.

Only information that is submitted directly to the HHFDC in the proposal package will be considered unless HHFDC seeks additional information during the evaluation process.

The HHFDC reserves the right to review and consider the past performance the interested offeror may have had with the HHFDC.

C. Personnel: Project Organization and Staffing

1. Proposed Staffing

The interested offeror shall describe the proposed staffing pattern and client/staff ratio. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The interested offeror shall provide the minimum qualifications (including experience) for staff assigned to the program. Describe the knowledge and experience of your proposed project director and/or staff, including the day-to-day management. Attach resumes and relevant professional background/experience of each staff position.